



Judicial Council

Alternative Dispute Resolution
Court Access and Community Relations
Court Operations
Court Technology
District Court
Domestic Law
Education
Juvenile Law
Legislative
Senior Judges
Specialty Courts and Dockets

September 12, 2018

EDUCATION COMMITTEE Education and Training Policy

Background

The Judicial Council's Education Committee has been in existence since April, 2015, and has been charged with acting as the clearinghouse for all education and training. This policy provides clarification for staff and grant-funded justice partners regarding the process to be followed when considering the development of education and training events and associated materials.

Definitions

Education is the process of receiving or giving systematic instruction.

Training is the action of teaching a person a particular set of skills or type of behavior.¹

Purpose

The Education Committee is tasked with reviewing education and training proposals and information that are funded by the Judiciary. The purpose of doing so is to ensure:

1. Effective, cost-efficient, and responsible use of Judiciary funds;
2. No duplication of effort; and
3. Education and training opportunities that will enhance the awareness, knowledge, and skills of Judiciary employees and justice partners.

Education and Training Proposal Requests

Whenever a division, department, unit, local jurisdiction, etc., wants to use Judiciary funds to offer any education or training, an Education Committee Training Proposal Request Form must be completed and submitted to the Assistant Administrator of the Judicial College of Maryland.

1. Powered by [Oxford Dictionaries](#) © Oxford University Press

Proposals will be reviewed at the next Education Committee meeting following submission. The Assistant Administrator will email the committee's response to the requestor. If the proposal is not approved, the response will include the reasons it was not approved.

The Education Committee's goal is to review proposals within 30 days of submission; however, the requestor should allow sufficient time (at minimum 45 days) to ensure appropriate review.

An Education and Training Proposal Request Form must always be submitted to the Education Committee for review when the event's purpose is to educate or train judges, magistrates, or commissioners. •

Nonprofits and other justice partners that receive grant funding from the Judiciary must submit their training proposal through the Judiciary program from which the grant is received. The Judiciary program staff is responsible for submitting the proposal on the grantee's behalf to the Judicial College for review by the Education Committee.

Notification of Education and Training Events

The Education Committee must be notified of all education and training events and activities; however, there are specific circumstances where submission of a formal Training Request Proposal is not necessary. These include:

1. Previously approved quarterly, semi-annual, or annual education programs and events that are repeated (unless substantive changes in content or presentation are made) need only be submitted for review once every two years;
2. Self-help videos and other public information materials prepared for posting on the Judiciary's website;
3. Outreach and awareness initiatives designed to educate the public about Judiciary programs and services;
4. Regular and ongoing training by nonprofit justice partners to provide required training to volunteers such as Court-Appointed Special Advocates and community mediators; and
5. Attendance at state and national-level professional conferences.

The above-mentioned types of events, training, and informational materials do not need formal approval by the Education Committee; however, the Assistant Administrator of the Judicial College should still be notified of them, via email, using the Maryland Judiciary Education and Training Information Form.

- Exception: All Judicial Education courses marketed through Judicial College catalogs and developed in association with the Education Committee Subcommittees do not require vetting through this process.

The Judicial College will inform the Education Committee about the event prior to the event taking place.

Non-profits that receive a grant from a Judiciary program must submit their Education and Training Information Form through the Judiciary program from which the grant is received. It is incumbent upon the Judiciary program staff to submit the form to the Judicial College for review by the Education Committee.

The Judicial College will maintain a registry of these events and related training materials, and will publish these as a resource for other jurisdictions to access when considering hosting, sponsoring, or developing similar programs.

Educational or training events or training materials that are created by a local jurisdiction without using Judiciary funds do not need to be approved by the Education Committee; however, the entity is expected to complete the Maryland Judiciary Education and Training Information Form and email it to the Assistant Administrator of the Judicial College, in advance. The Assistant Administrator will alert the Education Committee that the event will take place or materials will be produced.

Judicial Education Credit

The Education Committee does not need to approve attendance at out-of-state conferences and annual in-state conferences sponsored by national organizations; however, the Assistant Administrator must be notified if judicial education credit is desired, and the Chairperson of the Education Committee must sign-off on the request.

FAQs

- 1. We onboard and train new law clerks each year. Do we need to submit a Request for Training Proposal Form or an Education and Training Information Form to the Education Committee on an annual basis?**

No, this will not be necessary. Internal local jurisdiction onboarding activities such as this example do not need to be vetted through the Education Committee using the Education and Training Proposal Request Form, nor does it require submission of the Education and Training Information Form. This is considered an internal local process for employee and/or volunteer staff orientation.

- 2. If a judge, magistrate, or commissioner would like to participate in a community/bar association event that involves an educational component, do either of these forms need to be filled out and presented to the Education Committee?**

No. Unless Judiciary funds are being used to fund the education or training event, notification to the Education Committee is not necessary. If the judge or magistrate, however, wants to apply hours for credit toward the required 12 hours of annual judicial education, a copy of the certificate or sign-in sheet, along with the course description and schedule must be submitted to

the Judicial Education department for consideration by the Assistant Administrator of the Judicial College and the Chair of the Education Committee.

3. **If a judge, magistrate, or commissioner is involved in a bar association, judicial association, etc., which is hosting a training or educational event (and the judge or magistrate is involved as part of their work), do either of these forms need to be filled out and presented to the Education Committee?**

No. Unless Judiciary funds are being used to fund the educational or training event, notification to the Education Committee is not necessary.

4. **I'm a chair person for a bar association committee which is planning a continuing education program. The program will include judges and/or court personnel as faculty or panel members. Do I need to submit a Training Proposal Request Form?**

No. Although judges and/or court personnel may be involved, your program does not involve judicial funds but instead involves bar association funds. You do not need to submit a training request form.

5. **My county circuit court is planning a program to help self-represented litigants become familiar with the forms and resources within my county to assist them. Do I need to submit a Training Proposal Request Form?**

No. Since your program does not involve judiciary funds and is funded through your local county government, you do not need to submit a Training Proposal Request Form. The program does not require approval by the Education Committee. Instead, you must submit the Maryland Judiciary Education & Training Information Form and email it to the Assistant Administrator of the Judicial College. The form will serve as a notification to the Education Committee so that the Judicial College can maintain a register of the event and the related materials. The materials will be available for other jurisdictions to access when considering hosting, sponsoring or developing similar programs.

6. **Every year, my department does a program on the same topics and involving mostly the same people; however, due to a change in the law, a new topic will be added this year. Do I need to submit a Training Proposal Request Form?**

No. For previously approved quarterly, semi-annually and/or annually repeated programs you need only submit a new Training Proposal Request Form every two years unless substantive changes in the content of the program have been made. For the year the year a request is not submitted, the Maryland Judiciary Education & Training Information Form must be completed and emailed to the Assistant Administrator of the Judicial College to notify the Education Committee of the event.

7. **A local civic organization has requested that the Judiciary make a presentation about a current legal topic. The presentation will include a judge, a magistrate and a supervising clerk. Does a Training Proposal Request Form need to be submitted?**

No.

8. **I will be attending the annual ABA Conference out of state this year. Do I need approval from the Education Committee?**

No. You do not need approval unless you wish to receive credit toward your 12-hour judicial education requirement in which case you need to send an email to the manager of the Department of Judicial Education alerting her/him of the request and submitting the course outline and proof of attendance. You will also need to obtain prior authorization for the out-of-state expenses through the Administrative Office of the Court if you seek travel reimbursement.

9. **An organization that receives a grant from the Judiciary is planning an educational event/activity. What form should be submitted for this program?**

The Judiciary program that provides the grant must submit the Education & Training Information Form to the Education Committee. The educational event/activity does not require approval from the Education Committee. Instead, the Maryland Judicial College will maintain a register of the event and materials and publish these as a resource for other jurisdictions to access when hosting, sponsoring or developing similar events/activities.

10. **What is the Maryland Judiciary Education & Training Information Form?**

The Maryland Judiciary Education & Training Information Form is used to notify the Education Committee of an education and/or training event or activity. The Judicial College will maintain a register of the event or activity and the materials and publish these as resources for others to access when considering hosting, sponsoring or developing similar programs.

11. **What circumstances require the submission of the Maryland Judiciary Education & Training Information Form?**

The Maryland Judiciary Education & Training Information Form must be submitted when: (1) a previously approved education and/or training event or activity is repeated quarterly, semiannually and/or annually without substantive changes in content; (2) a self-help video is developed; or (3) outreach and/or awareness training materials regarding services provided by Judiciary programs is offered. The form must be emailed to the Assistant Administrator of the Judicial College

12. What is the Training Proposal Request Form?

The Training Proposal Request Form is used whenever a division, department, unit, local jurisdiction wants to offer any education and/or training using judicial funds. The Education Committee must approve the proposed education or training. The form must be completed and emailed to the Assistant Administrator for the Judicial College.



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EDUCATION COMMITTEE EDUCATION AND TRAINING PROPOSAL REQUEST FORM

Revised September 12, 2018

1.	Date of request:
2.	Requestor:
3.	Name of event:
4.	Contact (name, phone number, email address):
5.	Target audience:
6.	Location:
7.	Dates and times (if known):
8.	General description of the curricula and learning objectives (please submit an outline or agenda if available):
9.	Source of funding for this training:
10.	Facility to be used:
11.	Administrative support needed/who is providing it:
12.	New or previous grant funded training:
13.	Grant or rule required:
14.	Is similar training offered by other groups – how are you collaborating? (Please name the group and how you are collaborating to reduce the duplication and ensure resource efficiency)
15.	Will the course provide CLE or CEU credits?
16.	Has the committee chairperson responsible for this request approved it?

Please complete and submit this form for each education or training session being requested. Email to Stacey A. Saunders, Assistant Administrator, Judicial College of Maryland: stacey.saunders@mdcourts.gov



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1.	Date Information was submitted:
2.	Contact (name, phone number, email address):
3.	Name of event or training materials:
4.	Purpose of event or training materials and general description:
5.	Target audience:
6.	County where event or materials will be used:
7.	Dates and times (if applicable):
8.	Source of funding:
9.	Grant or rule required?
10.	Has the committee chairperson responsible for this request approved it?

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